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ATTACHMENT D

IN-PROCESS ACTIONS BY THE SYSTEMS ANALYSIS GROUP/SUPPLY DIVISION

1. The total supply systems chart is being revised with a scheduled completion date of approximately 27 January 1974. This chart will be the basic tool for technical discussions with representatives of the Office of Computer Services, ID/S&T.
2. The reporting system is being analyzed to determine that:
 - a. Present reports provide the management tools desired;
 - b. The number and frequency of the reports are justified.
3. The documentary control system utilizing Electronic Data Processing (EDP) machine techniques is being studied to improve the documentary control system.
4. The material requisition (Form 88) and the shipping document (Form 201) are being studied for consolidation into a single document to reduce clerical efforts required by external elements as well as by the Supply and Transportation Divisions in the Office of Logistics. Also included in this study is a plan to limit requisitions to a single page, thereby streamlining and simplifying procedures related to material support throughout the Office of Logistics.
5. Serious consideration is being given to the establishment of a new element within the Headquarters portion of Supply Division to be identified as the Property Control and Distribution Center. It would be the function of this element to act as the incoming control point for all supply action requisitions including the [redacted] channel. This element will determine general availability and effect distribution to the appropriate domestic depot and/or Procurement Division. The major advantages of this realignment of functions will be to relieve the present Central Depot Stock Control Branch of approximately 60% of its existing paper documentary workload, to expedite requisition distribution and flow to Procurement and Transportation Divisions, and also to eliminate the duplication of cataloging functions presently located in the Depot Stock Control Branch.
6. A shipment scheduling and consolidating procedure is presently under study with the objective of consolidating partial shipments under a single requisition and, where possible, consolidating multiple cargoes to a single destination, making greater utilization of less than premium transportation and eliminating, wherever possible, the individual multiple partial shipment actions.

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ATTACHMENT B

7. Requisition availability editing by machine methods vice manual editing is being investigated. Because of the peculiarities of this organization, such a system is not as readily adaptable as it might be in DOD activities or in other Government agencies. However, every effort will be made to adapt some form of mechanical editing to our system if possible.
8. In conjunction with the Policy & Systems Staff of the Office of Finance, a study of the integrated property and financial property accounting will be accomplished to consider simplification of procedures and elimination of detailed data not being fully utilized.
9. Receiving procedures at Central Depot are being examined in depth to consolidate functions, to streamline document processing, and to eliminate copies of documentation not being utilized.
10. A realignment of functions within the Supply Division will be made to correspond to the procedural changes resulting from this survey.

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